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15 December 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Bureau of the Budget Administrative Studies

1. On 10 December 1952, Mr. Pforzheimer and I met with Mr. Perry and Mr. Severy of the Bureau of the Budget to discuss the leave provision in the proposed CIA legislation and to determine whether the Bureau of the Budget's proposed omnibus leave bill for overseas personnel would meet CIA requirements.

2. In the course of our discussion, we were given copies of a joint Bureau of the Budget/Civil Service Commission Study on "Overseas Pay and Personnel Practices" together with some related papers. As this appears to be a very thorough piece of work, I am attaching two copies herewith in the thought that you may wish to make them available to interested offices. I am holding the third copy and related papers in this office for study.

3. In addition, we were informed that the Bureau of the Budget and the Civil Service Commission have prepared a confidential study of the practices of selected private concerns having overseas employees (General Motors, etc.). As this appears to be extremely interesting, not only from an administrative point of view but also operationally, you may wish to request the Bureau of the Budget for a copy. In view of its confidential nature, an official written request will be necessary.

4. We were also shown a copy of a November, 1952, Preliminary Report of the Civil Service Commission (Examining and Placement Division) Research Project on Selection Methods for Overseas Employees. If CIA has not received a copy of this, I think you will find it of value to obtain it.

5. From our discussions with Bureau of the Budget personnel, it would appear that several studies of the type indicated above are being undertaken with the cooperation of various agencies of the Government. It would appear beneficial to CIA if appropriate liaison could be entered into with Mr. Spencer Platt, the Bureau of the Budget official who has jurisdiction over this type of matter, as they seem to be preparing many such studies concerning problems which we are continually facing.

6. We have discussed this material with various CIA offices, all of which expressed great interest. As a suggestion, the Executive Secretary of the Career Service Board would appear to be a logical focal point. The Director of Training particularly asked to have access to all the material.

/s/ LRH